

# IDENTEC SOLUTIONS<sup>1</sup> VALUES AND CODE OF INTEGRITY AND PROFESSIONAL CONDUCT



## OUR CORE VALUES

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**FOCUSING ON THE MARKET:** IDENTEC SOLUTIONS (hereinafter also referred to as “we”) will always focus on customer satisfaction, delivering products and services of high quality and performance that meet or exceed the requirements and expectations of the market and those of our customers, suppliers and other business partners (hereinafter jointly referred to as “Partners”).

**BEING YOUR PARTNER OF CHOICE:** We will work with a collaborative approach throughout the value network, resulting in us being the partner of choice for our Partners.

**SUSTAINABILITY ADDING VALUE:** We strive for profitable growth that sustains our competitive positioning. We will be innovative and aim to be at the forefront of new developments in our target markets, both with our solutions and with our business models.

**INSPIRING THOSE AROUND US:** We aim to inspire our employees and other staff (hereinafter jointly referred to as “Staff”) as well as our Partners to participate, take initiative and innovate. We will encourage the wellbeing of all of our Staff and our Partners at all times.

**TAKING RESPONSIBILITY FOR OUR ACTIONS:** We will always act in an honest and credible manner. We will ensure that our actions are built on trust and confidence. We will act professionally and with integrity at all times.

## OUR ETHICAL GUIDELINES

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**REPUTATION:** IDENTEC SOLUTIONS is proud of its reputation for honesty and fair dealing and aims for the highest ethical standards in all countries in which it operates, recognizing that ethical standards and guidelines protect our organization and our Staff against allegations of unethical conduct. Furthermore, IDENTEC SOLUTIONS is obliged to respect all laws, including but not limited to, the Foreign Corrupt Practices Act (FCPA) and similar anti-bribery and anti-corruption laws in all countries in which we operate.

**ETHICAL VALUES:** IDENTEC SOLUTIONS requires integrity, loyalty and honesty in all matters relating to our business worldwide. All of our Staff as well as our Partners shall in their work promote the ethical values of our organization. All of our Staff and our Partners shall in their work follow the laws and regulations of all countries in which we operate and perform their work in accordance with good business ethics, our core values and the ethical guidelines embodied in this section.

**OPEN DIALOG:** IDENTEC SOLUTIONS stresses the need for an open and honest dialogue about issues related to ethics, and that when in doubt our Staff can and should seek guidance from their line manager or from senior management (hereinafter jointly referred to as “Supervisor”).

**DUTY TO REPORT:** If any of our Staff becomes aware of circumstances that are contrary to laws, regulations and / or these guidelines, they are obliged to inform their direct Supervisor without undue delay.

**CONFLICT OF INTEREST:** Our Staff should at all times avoid situations where there may be a conflict between their own personal and / or economic interests and the interests of our company. IDENTEC SOLUTIONS has a zero-tolerance attitude towards breaches of this policy related to and including, but

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<sup>1</sup> IDENTEC SOLUTIONS means IDENTEC SOLUTIONS AG (Austria), including its subsidiaries such as IDENTEC SOLUTIONS Deutschland GmbH (Germany), IDENTEC SOLUTIONS Norway AS (Norway), IDENTEC SOLUTIONS, INC (USA) and IDENTEC SOLUTIONS AUSTRALIA & NEW ZEALAND P/L (Australia).



not limited to, conflicts of interest, bribery and corruption. The mere appearance of a conflict of interest should be avoided as this creates the impression of a lack of impartiality. Conflicts of interest can arise in many ways. IDENTEC SOLUTIONS' Partners and Staff shall not, directly or indirectly offer, promise, request, demand or accept illegal or inappropriate monetary gifts or other benefits to or from anyone to achieve commercial benefits, gifts and other benefits, regardless of value, being nevertheless acceptable. Agreements with consultants, brokers, agents or other intermediaries should never be used to channel payments or other benefits so as to bypass this policy on bribery and corruption or any other illegal / unethical behavior. All Staff with purchasing authority have a special responsibility to objectivity and integrity, so that there can be no doubt about the integrity of our sourcing decisions. In cases of doubt, the relevant Supervisor should be consulted immediately. Prior approval of the relevant Supervisor is required prior to the acceptance of invitations to and / or participation in events with suppliers. Further examples of conflicts of interest include: (i) rendering services to a Partner in which any Staff or IDENTEC SOLUTIONS has a direct or indirect interest; (ii) holding an office or an interest with significant influence in a company which is a Partner or a competitor of IDENTEC SOLUTIONS or which interferes with the Staff's ability to perform the duties required by IDENTEC SOLUTIONS; (iii) conducting any business between IDENTEC SOLUTIONS and a close relative or with an organization with which you or a close relative is associated; (iv) employing a relative without having obtained clearance by the relevant Supervisor.

**NON-COMPETE:** IDENTEC SOLUTIONS expects that its Staff is loyal to the company and prohibits its Staff from conducting business in competition with any of IDENTEC SOLUTIONS' competitors worldwide.

**FAIR COMPETITION:** IDENTEC SOLUTIONS supports fair and open competition. Our Staff shall not under any circumstances initiate or collude in a breach of competition rules such as through illegal price-fixing, illegal market sharing, or other conduct that prevents, restricts or distorts competition in violation of applicable competition laws.

**CONFIDENTIAL INFORMATION:** Staff who possess and / or are granted access to confidential information must exercise their responsibility to maintain this information confidentially, adhering to the confidentiality agreements signed on behalf of IDENTEC SOLUTIONS and its Staff and treating IDENTEC SOLUTIONS' confidential information and that of third parties in the same manner.

**CONSEQUENCES:** Conduct in violation of the ethical guidelines as laid down in this policy may have serious consequences for IDENTEC SOLUTIONS and thus any violations will not be tolerated. IDENTEC SOLUTIONS reserves the right to pursue any such violation by all legal means. For Staff, this may result in verbal or written warnings or sanctions, and in serious and / or repeated cases, dismissal.

## **PERSONAL CONDUCT AND EQUAL OPPORTUNITIES**

All IDENTEC SOLUTIONS Staff will conduct themselves with respect and integrity towards Partners, colleagues and any others they come into contact with through their work for IDENTEC SOLUTIONS. IDENTEC SOLUTIONS' management has a special responsibility to promote openness, loyalty, and respect. IDENTEC SOLUTIONS will not accept any form of harassment, discrimination or other conduct that may be considered threatening or demeaning. IDENTEC SOLUTIONS aims to be an equal opportunity employer, offering an attractive workplace with excellent working conditions, a safe working environment, diversity and gender balance.

Dr. Urban Siller,

Chief Executive Officer